

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Workforce Services

Bureau: Billings Job Service Workforce Center

Date Posted: 05/20/2008

Job Category: Management

**Position
Number:** 66201082

Position Title: MANAGER 1

Location: BILLINGS

Job Status: Full Time Permanent

Salary: \$42,332.00 to \$51,689.00

Salary Unit: Year

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 6

Closing Date: 06/06/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental

options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

The position is involved in local office management, including community outreach work, budget planning, personnel management and day-to-day operation of the office. The position reports to the assigned Job Service Regional Director. The position performs direct supervision of Employment Specialist Supervisors, Employment Specialists (including Veteran's Representatives) and Human Resource Assistants.

Competencies:

Knowledge of established policies, directives, and programs of the agency as applied to Employment Service in order to apply advance principles, methods, theories, and developments by extending existing practices. Must have knowledge of the background and principles of social and labor legislation, and labor conditions in the local community.

Behavioral competencies required are: 1) Substantial skills in Customer Service/Orientation. 2) Ability to work effectively in a team environment and to demonstrate initiative and accountability to maintain a high level of productivity independently. 3) Strong sense of professionalism that reflects emotional maturity even in volatile and difficult circumstances, caused by a changing work environment. 4) Ability to focus efforts and energy on successfully attaining clear, concrete, accurate timely and measurable outcomes of importance to the customer, persisting even when challenged by obstacles and/or opposition. 5) Ability to break employment problems into component parts and consider or organize actions in a systematic way; the process of looking for underlying causes or thinking through the consequences of different courses of action. 6) Accept change as a healthy and normal part of organizational growth. Maintain focus and effectiveness during rapid changes and transitions. 7) Show a consistent pattern of being able to recognize the activities needed to accomplish an objective and to plan and initiate appropriate steps to do so with minimal supervision.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Knowledge and skills are typing acquired through a combination of education and experience equivalent to the completion of a baccalaureate program in Business Administration, Public Administration, or a related human service area, and two years of social service program administration. Experience in federal employment and training programs is preferred. Supervisory experience is preferred. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications & Selection Process requirements:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.
3. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. It can be a real challenge to lead people in a changing environment. Tell us about a time from your work experience that demonstrates your ability to successfully energize and lead people to a future vision. Please be very specific about the change and how it differed from the existing situation, your leadership role, how you communicated that change, what steps you took to lead people, why you think your efforts energized others, what challenges you faced, how you addressed them and how you know you were successful.